



Computer CORE

Absolutely Essential Skills

Instructor: Julie Strempele

Classroom Navigator: Alam K.

Date: 5/28/2026



Extra Support from ComputerCore

- Weekly help sessions -
 - Check-In (Monday, 5 - 6 pm)
<https://us06web.zoom.us/j/83832477730>
 - COREclub (Wednesday, 5 - 6 pm)
<https://us06web.zoom.us/j/84624226148>
- Join Slack -
https://join.slack.com/t/computercore/shared_invite/zt-2xthmmimt-5nTjorK7UAjDpJPHLSGXnw
- The Help Desk:
866-977-3033 helpdesk@computercore.org



The recording of last week's class

- <https://youtu.be/KVVOdYNWvCg7>
- CTRL + Click on the recording's URL



This week

- Review
- The operating system and the desktop
- Starting Office applications
- Files and folders
- Creating folders
- Naming folders and files
- Saving files
- Deleting files
- Windows Update



Review - Internet

- Connecting to the Internet using Network & Internet
 - > Wi-Fi settings
 - In chat, type name of your ISP
- Internet browsers and search engines
 - Browser is an application to view websites on the internet
 - Search engine is a website used to search for websites on the internet
 - Raise your hand, unmute yourself and say what web browser and search engine you have used



Review - Email and Passwords

- Can you open, send, and reply to messages?
- Email attachments
- Phishing -
<https://caniphish.com/phishing-email-examples>
- Use different passwords for different accounts & keep track of them
- Use strong passwords - Not easy to guess
- Never tell others any of your passwords
- Change passwords regularly



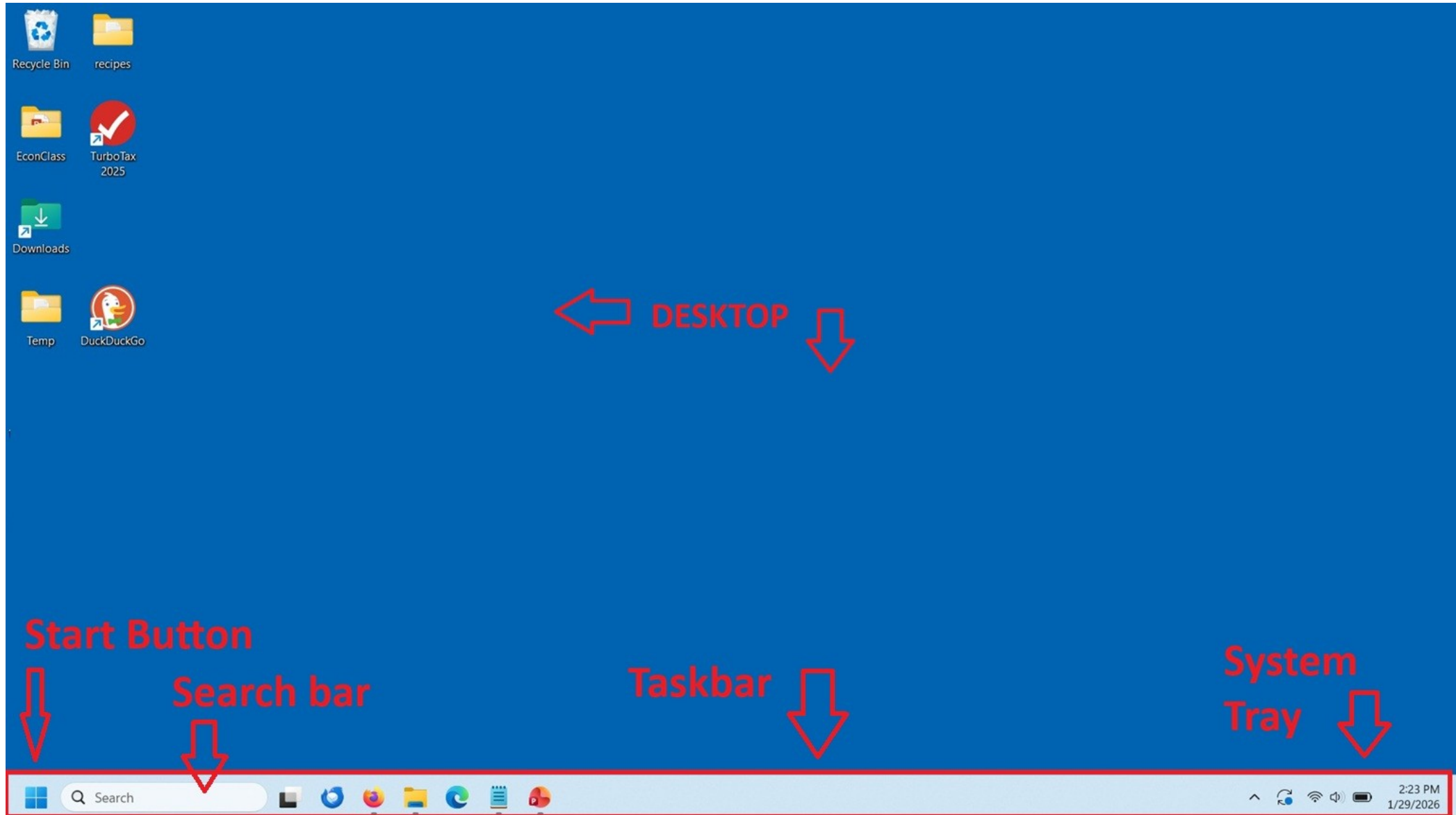
What is an operating system?

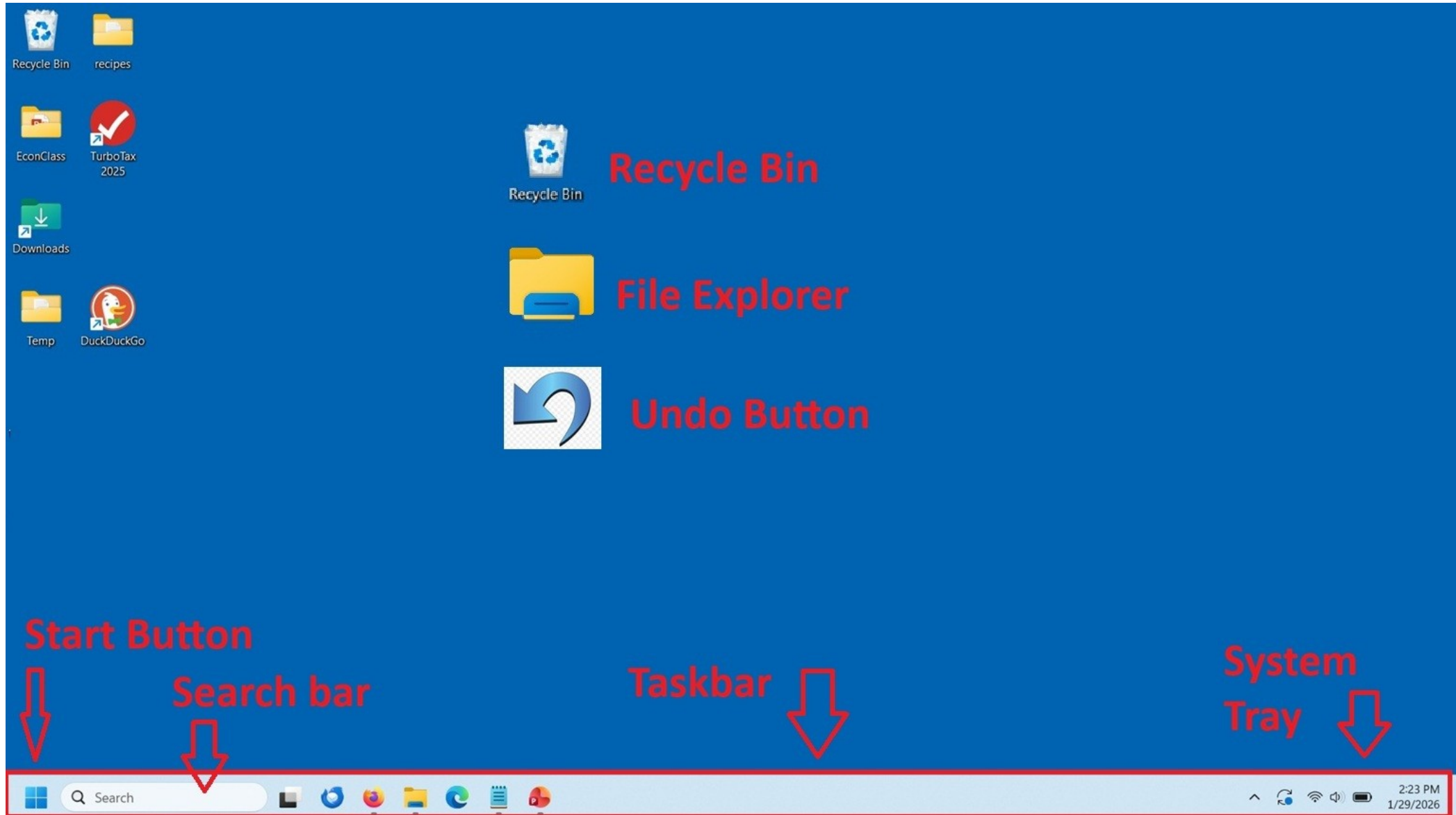
- The operating system is the software that controls all of the computer's functions
 - Hardware management
 - The user interface
 - Common connection points for software
 - File management
 - Networking, security, and error-detection
- Common Operating Systems are
 - Microsoft  **Windows 11**
 - Linux 
 - Apple  **Mac OS**



The Windows Graphical User Interface (GUI)

- You don't know how lucky you have it with the Windows GUI
- The old screen-prompt interface - `C:\` (blinking)
- The Desktop
- The Taskbar
- File Explorer
- Task View







Working with Windows

- What is a Window?
- How can you move windows around?
- How do you make windows bigger and smaller?
- How can you rearrange windows on your desktop?



Opening applications (apps)

- The Start Button
- The Search Box
- Icons pinned to the Taskbar
- Icons on the Desktop



Files and folders

- Every time you save a product, you are making a file
- We keep files in folders
- We can have folders within folders
- Stay organized!
 - Make the computer do most of the work
 - You probably have plenty of storage space
 - How can you tell how much space you have available?
- Using File Explorer
- How can you delete and un-delete files and folders?



Congratulations!

Today we have discussed:

- The operating system and the Desktop
- Starting Office applications
- Files and folders
- Creating folders
- Naming folders and files
- Saving files
- Deleting files
- Windows Update



What topics should we revisit?

- Using Zoom
- Parts of a computer
- Windows
- Class recordings on Slack
- Online behavior
- Starting files
- Saving files
- Moving windows
- Un-deleting files and folders
- Connecting to the Internet
- Internet browsers and search engines
- Email
- Basic security and passwords
- Using online resources



For next week

- Review the recordings
 - The link and these slides will be available on Slack
- Experiment with your computer for at least two hours
 - Open applications (apps)
- Find online resources
- If you have technical problems: Contact the help desk



Online resources

- Digitallearn (the updated AT&T site):
<https://www.digitallearn.org/>
- NorthStar Digital Literacy:
<https://www.digitalliteracyassessment.org/>
- Typing Club: <https://www.typingclub.com/>
- Typing Test: <https://www.typingtest.com/>
- Mouse practice: <https://mouse-practice.com/>



More ideas to practice

- It is OK to play with your computer
 - Search for fun topics
 - Play games
 - Open applications
 - Make files
 - Make folders
 - Save files
- Go online
 - <https://www.digitallearn.org/>
 - Connect with Slack



Questions?

We will see you in class online next week!